



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

July 2, 2009

Mr. Ho Sung Yoon, Director
Los Angeles Pacific College (LAPC)
3350 Wilshire Boulevard, Suite 460
Los Angeles, CA 90010

Dear Mr. Yoon:

RE: FINAL MONITORING REPORT for LOS ANGELES PACIFIC COLLEGE (ET07-0389)

Date of the Visit:	07/02/09
Beginning/Ending Time:	9:30 a.m. - 12:30 p.m.
Date of Last Visit:	01/22/09
Visit Location:	Los Angeles
Persons in attendance:	Ho Sung Yoon, Director, LAPC Mary Yoon, Student Services, LAPC Margarita M. Paccarelli, ETP Contract Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	06/30/07 – 06/29/09	Agreement Amount:	\$236,419
Training Start Date:	08/13/07	No. to Retain:	80
Date Training must be Completed:	03/29/09	Range of Hours:	Job 1-3: 250 Job 5: 8-75
Type of Trainee:	New Hire/W2W Small Business Owners	Weighted Ave. Hours:	Job 5: 60

FINAL REPORT SUMMARY

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on June 29, 2008 and training began on August 13, 2008. Ms. Yoon reported that all training was completed on March 29, 2009, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement – June 29, 2009.

During the term of this Agreement, ETP approved the following amendments:

- Technical Amendment No. 1 was processed on October 25, 2007 because Job 4 was inadvertently calculated at the standard fixed fee rate of \$15 during the development of this project. This job group is for Small Business trainees and should have been calculated at \$22 per training hour. Job 4 was deleted and Job 5 was created with the correct fixed fee rate. This Amendment decreased the Agreement amount by \$1,280, from \$238,600 to \$236419 and decreased the maximum number to retain by 20, from 60 to 40.
- Modification No. 2 was approved on October 10, 2008. This modification moved trainee slots/funds from Job 3 to 5. Job 3 was intended for Welfare-to-Work training; however, LAPC had difficult recruiting CaWORKs recipients for this category. LAPC had been working with the local Department of Public Social Services (DPSS) offices and One-Stop Job Centers, but majority of their referrals fall into the new hire (Job 1) and multiple barriers (Job 2) categories. There were CaWORKs recipients who applied for the ETP training, but they did not meet the required score on their entrance assessments. Some individuals passed, but they did not show up when training started. This Modification moved all Job 3 funds to Job 5 where there is currently a high demand for training. This change also decreased the contract amount by \$901, from \$237,320 to \$237,320; and increased the max to retain by 17 from 80 to 97 trainees.

• FINAL PROJECT STATISTICS

Based on the data obtained from the ETP Online Tracking System, there are 93 trainees who completed training. Projected earnings will be approximately \$216,714 (91%). Since your school has been paid \$158,410 to date, your school will receive an additional \$58,304, if the anticipated number to retain is verified during the final fiscal closeout.

The following chart shows a breakdown of potential earnings for each job group:

TABLE A (Specific Chart):

Job #	Job Max To Retain	No. of Completed Placed
1	16	12
2	25	20
# Trainees	41	32
	x \$4,522/trainee	x \$4,522/trainee
Total	\$185,402.00	\$144,704

TABLE B (Variable Chart):

Job #	No. of Trainees who met Minimum Hours	No. of Hours Completed
5	52	3,040
		X \$23.51*
Total	\$91,715.00	\$71,470

*w/ support cost

Table	No. of Completed Trainees	Projected Earnings
A	41	\$144,704
B	52	\$71,470
TOTAL (Max to Retain)	93 (93%)	\$216,174 (91%)

The earnings listed above were based on the number of trainees and hours completed as posted on the ETP Online Tracking System and assuming all Agreement requirements are met.

In Table A, the potential earnings were based on the number of trainees who completed 100% of the required class/lab training hours. Reimbursement is based on each trainee's completion of the required 250 hours of class/lab training. However, a trainee can qualify for reimbursement if (1) the trainee completed at least 80 percent of the class/lab training hours, including qualified make-up training and (2) 100 percent of the training was delivered by LAPC as documented.

In Table B, the potential earnings were based on the hours completed by trainees who met the minimum hours. Reimbursement is based on the actual hours completed and documented for each trainee between 8 and 75. There will be no reimbursement for any trainee who does not complete a minimum of 8 training hours from the Agreement curriculum.

Ms. Yoon was provided technical assistance on the final contract closeout and was advised that all active trainees must either be dropped or invoiced for final payment at this time. By the terms of the agreement the final contract closeout should be completed within 30 days of the end term date of the Agreement. The final contract closeout invoice and associated documents must be submitted to ETP on or before the close of business on July 29, 2009.

• **INTERVIEW WITH CONTRACTOR'S REPRESENTATIVES**

Although LAPC did not complete 100 percent in this Agreement, Ms. Yoon stated that the New Hire trainees were very grateful with the ETP program, because it provided them the knowledge and skills to enter in the accounting field, where there is a good labor market. She mentioned a trainee, Israel Deja, who completed the computerized accounting technician training and is now working full-time earning \$20 per hour.

According to Ms. Yoon, providing quality training in Job 5 enabled LAPC to establish good community relations with small business owners and the ability to provide bilingual training to business owners whose primary language is Korean. With Korean-speaking instructors, LAPC was able to assist trainees in understanding the material that was presented.

Ms. Yoon stated that she did not encounter any barriers in implementing the Agreement or any problems with the ETP recordkeeping. She also stated that the ETP Online System is user-friendly and accessible anywhere at anytime.

TRAINING RECORDS

Ms. Pacerelli conducted a random sampling of training records of 12 completed trainees. Records reviewed validated the training hours posted on the ETP Online Tracking System. The

records also confirmed that the Agreement curriculum was provided as specified and the ratio of trainer to trainee delineated in the Agreement training plan was adhered to.

The above findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. Therefore, it is your responsibility to ensure that all training records comply with Panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT

LAPC will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk review. These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters.

To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit?

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Margarita Paccereilli at (818) 755-1317 or by email at mpaccereilli@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on file

Wally Aguilar, Program Manager
North Hollywood Regional Office

Signature on file

Margarita M. Paccereilli, Analyst
North Hollywood Regional Office

cc: Master File
Project File

Date report mailed to Contractor 7/8/09